

DEPARTMENT OF JUSTICE

Office of Juvenile Justice and
Delinquency Prevention

[OJP (OJJDP) No. 1039]

RIN 1121-ZA06

**Notice of the Fiscal Year 1995
Competitive Discretionary Grant
Programs for Title IV Missing and
Exploited Children's Program and
Application Kit****AGENCY:** Office of Justice Programs,
Office of Juvenile Justice and
Delinquency Prevention, DOJ.**ACTION:** Notice of the Fiscal Year 1995
Competitive Discretionary Grant
Programs for Title IV Missing and
Exploited Children's Program and
announcement of the availability of the
OJJDP Application Kit for discretionary
assistance awards under Title IV, the
Missing Children's Assistance Act (42
U.S.C. 5771-5780).

SUMMARY: The Administrator of the Office of Juvenile Justice and Delinquency Prevention (OJJDP), pursuant to the Missing Children's Assistance Act (42 U.S.C. 5771-5780, Title IV of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 42 U.S.C. 5601 *et seq.*, is required through grants or contracts, to establish and operate a 24-hour toll-free telephone line; establish and operate a national resource center and clearinghouse; periodically conduct national incidence studies on missing children; and provide information on the use of record information to identify and locate missing children. In addition, the Administrator is authorized to support research, demonstration, or service programs to educate parents, provide information, aid communities, increase knowledge, collect data, address the needs of missing children and their families, and establish or operate statewide clearinghouses to assist in locating and recovering missing children.

There were no comments received in response to OJJDP's proposed Title IV competitive programs for Fiscal Year 1995. Therefore, the proposed programs, as set forth in the **Federal Register** of October 12, 1994 and announced in this Notice, will be included in OJJDP's final Title IV program plan. The OJJDP Application Kit for the three programs that follow, containing a copy of application form 424, standard and special conditions, the OJJDP Peer Review Guidelines, OJJDP's Competition and Peer Review Procedures, and General Application

and Administrative Requirements, can be obtained by calling the Juvenile Justice Clearinghouse, toll-free, 24 hours a day, at (800) 638-8736.

The program announcements contain specific instructions on competitive program requirements, including eligibility requirements and selection criteria. All applications will be evaluated and rated by a peer review panel according to the announced selection criteria. Peer review will be conducted in accordance with the OJJDP Competition and Peer Review Policy, 28 CFR part 34, subpart B.

DATES: Applications under each of the three programs must be received by 5 p.m. e.s.t., February 21, 1995. Applications received after the deadline date will not be considered.

ADDRESSES: Applications must be received by mail or hand-delivered to: Ron Laney, Director, Missing and Exploited Children's Program, Office of Juvenile Justice and Delinquency Prevention, 633 Indiana Avenue, NW., 4th Floor, Washington, DC 20531. Hand-delivered applications will be received between the hours of 8:00 a.m. and 5:00 p.m. except Saturdays, Sundays, and Federal holidays.

APPLICATION REQUIREMENTS: See Application Kit and Requests for Proposals that follow.

ELIGIBILITY REQUIREMENTS: Applicants must be public agencies or nonprofit private organizations or combinations thereof to be eligible for funding under the Missing Children's Assistance Act. No proposals, concept papers, or other application materials not relevant to this announcement should be submitted.

FOR FURTHER INFORMATION CONTACT: Ron Laney, Director, Missing and Exploited Children's Program, at the above address. Telephone (202) 514-7774. This is not a toll-free telephone number.

SUPPLEMENTARY INFORMATION:**Grant Program: National Resource
Center and Clearinghouse***Purpose*

The purpose of this solicitation is to continue the maintenance and management of activities, program development and fiscal support necessary to sustain those services required of a national resource center and clearinghouse under Title IV, the Missing Children's Assistance Act.

The award will be made for a project period of three years. One cooperative agreement will be awarded with an initial budget period of 12 months. Up to \$3,050,000 will be allocated for the initial 12 month award. Subsequent funding support will be determined by

the performance of the grantee and program development needs as determined by OJJDP.

Background

OJJDP awarded a discretionary grant to the National Center for Missing and Exploited Children (NCMEC) in April of 1984. Title IV of the JJDP Act was subsequently enacted by Congress on October 12, 1984. The original award was to establish a national resource center and clearinghouse designed: to provide technical assistance to State and local governments, individuals, parents, and other agencies in locating and recovering missing children; to coordinate programs that focus on reuniting missing children with their lawful custodians; to develop, publish, and disseminate instructive materials about programs, techniques and services responsive to missing children issues; and to provide technical assistance and training to law enforcement agencies, State and local government agencies, individuals, and other agencies addressing missing children issues relative to prevention, investigation, reunification, and treatment in missing and exploited children cases.

Since the establishment of the Missing and Exploited Children's Program in 1984, OJJDP has funded a comprehensive program of research. Major studies have been completed that define and document the complex issues of cases of missing children. The National Incidence Studies for Missing, Abducted, Runaway and Thrownaway Children in America (NISMA), published in 1990, was the first national study to provide reliable data about the numbers and types of missing child cases and to clarify the types of cases and situations that make up the "missing children" population. Since then, other research projects have been completed that provide critical information about the dynamics of missing child cases, the psychological impact of abduction on children and families, and what happens after a missing child returns home.

It has become clear that there is not a single "missing child" problem. Children are abducted by strangers and acquaintances as well as by parents or other family members. The research has shown that family abduction is a far greater problem than previously realized, and that the effects on children can be disastrous and long-lasting. Recovering children abducted by family members can be extremely difficult and costly. Many children who run away return home quickly, but a significant number run many times and live on the streets, constantly exposed to danger

and exploitation. Some of the children previously thought of as runaways have in actuality been throwaway or abandoned. Every year many children are harmed after they become lost or wander away. Thousands of children are abducted for short periods of time and molested. It is estimated that there are more than 114,000 attempted abductions of children each year.

Missing and exploited children are often already known to community agencies as victims. Runaway and abducted children may experience physical and sexual assault while away from home. Runaways often leave home to escape abuse, and children may become involved in sexual exploitation as a direct or indirect result of earlier victimization. Many family abduction cases involve families with histories of domestic violence. Most parental-abducted children have suffered from being the focus of bitter conflict prior to being taken. Recovery of abducted children seldom means the end of the conflict or the traumatic effects of an abduction, yet these children only occasionally receive the mental health services that could help them cope. Recent studies indicate that children who come from households characterized by violence, abuse or neglect may also be more vulnerable to abuse and exploitation by persons outside their home.

The issues surrounding missing and exploited children are varied, complex, and tragic. The missing and exploited children problem is not a minor dilemma that can be resolved with a single approach or by any single agency. Law enforcement officers and other professionals who become involved in these cases face difficult challenges. Agencies must work in collaboration with others who share that responsibility.

The first ten years of the Missing and Exploited Children's Program have seen a great deal of progress in our understanding of the issues of these child victims. They also have identified areas of need and provided recommendations for future direction and activities. Building upon the work of the last decade, the goal of the Missing and Exploited Children's Program is to ensure that critical information gleaned from research and demonstration programs is successfully incorporated into existing and new projects funded by OJJDP. As the national clearinghouse and resource center, the successful applicant must play a pivotal role in advancing the national response to missing and exploited children.

Objectives

1. To continue the operation of a 24-hour national toll-free telephone line by which individuals may report information regarding the location of any missing child, or other children 13 years of age or younger, whose whereabouts are unknown to such child's legal custodian, and request information pertaining to procedures necessary to reunite the child with the child's legal custodian.

2. To continue the operation of a national resource center and clearinghouse designed:

a. To provide information to State and local governments, public and private nonprofit agencies, and individuals regarding:

(1) Free or low cost legal, restaurant, lodging, and transportation services that are available for the benefit of missing children and their families;

(2) The existence and nature of programs being carried out by Federal Agencies to assist missing children and their families; and

(3) The lawful use of school records and birth certificates to identify and locate missing children.

b. To provide, and coordinate with OJJDP's Title IV Training Program, technical assistance and training to State and local governments, including law enforcement and other appropriate agencies in:

(1) Investigating, reporting, locating, recovering, and facilitating the reuniting of missing children with their families and/or lawful custodians;

(2) Family abduction cases;

(3) National and/or regional missing children poster distribution;

(4) Developing and distributing information and training publications relevant to missing, abducted, and exploited children's issues; and

(5) Providing case management assistance, sighting and lead information analysis assistance for missing children cases.

c. To disseminate nationally information about innovative and model missing children programs, services, and legislation at the State and local level.

d. To provide technical assistance to appropriate agencies and custodial parents in cases of national and international noncustodial family abduction and coordinate efforts with the U.S. Department of State, U.S. Department of Criminal Justice, and INTERPOL.

e. To provide case analysis (based on leads and sightings) for ongoing missing child case investigative assistance that has been undertaken in over 6,500

missing child cases. Some of the tasks involved in this case assistance are as follows: technical assistance contacts with parents, law enforcement, state missing children clearinghouses, private attorneys, prosecutors, F.B.I., INTERPOL, State Department and support groups; and case follow-up activities by monitoring NLETS, verifying full NCIC entries, review of recent sightings and providing relevant sighting pattern analysis and leads to appropriate cognizant agencies in a timely manner.

f. To coordinate public and private programs that locate, recover or reunite missing children with their legal custodians.

g. To monitor and provide case analysis for ongoing missing child case investigative assistance that has been undertaken in more than 6,500 ongoing missing child cases plus more than 3,000 new case/lead assignments each quarter. Some of the tasks involved in this case investigative assistance are as follows: technical assistance contacts with parents, law enforcement, state clearinghouses, private attorneys, prosecutors, F.B.I., INTERPOL, U.S. State Department and support groups; and case follow-up activities by monitoring NLETS and verifying full NCIC entries, review of recent sightings and providing relevant sighting pattern analysis and leads to appropriate cognizant agencies in a timely manner.

h. To provide, when requested on cases of nonfamily abduction, on-site assistance by and coordination of the trained volunteers who are retired law enforcement personnel through Project ALERT and close coordination and liaison with the Federal Morgan Hardiman Task Force.

i. To provide, when appropriate, state-of-the-art image enhancement and aging procedures for follow-up on long-term missing children cases.

j. To provide and maintain a computer information network connection with State missing children agencies to facilitate the exchange of appropriate missing children case information, and technical assistance and training information developed by or through the National Clearinghouse.

k. To develop a documented process for determining the publications development targeted at meeting the Title IV mandates based on the needs of the field and the numbers and types of cases being identified.

l. To develop a formalized process for working with the state bar associations for providing parents and/or legal guardians with a referral process for obtaining pro bono or sliding scale legal

services in civil matters concerning abducted children.

Program Strategy

This solicitation and resulting cooperative agreement will ensure the effective continuance by OJJDP of a national resource center and clearinghouse function for the training and technical assistance program to law enforcement agencies; State and local governments; entities of the criminal justice system, public and private nonprofit agencies; and individuals in the prevention, investigation, prosecution, and treatment of abducted, missing, and exploited children and in assisting, locating, and reuniting the missing children with their families or legal custodians.

The applicant must demonstrate the experience and capability to provide timely, relevant professional program continuity for the national resource center and clearinghouse program. The successful applicant must demonstrate, in detail, the ability to enlist, train and manage the technical and professional personnel who will provide knowledgeable, credible program continuation and professional program technology transfer to parents, criminal justice system professionals, and nonprofit and community agencies.

The operation of a national resource center and clearinghouse requires the applicant to provide and arrange for all necessary operational, training publications, analytical and technical assistance personnel, facilities, equipment, materials, and services required for the successful continuation of the existing program activities. These include the following activities:

1. The provision to State and local governments, public and private nonprofit agencies, and individuals information regarding free or low-cost legal, restaurant, lodging, and transportation services that are available for the benefit of missing children and their families;
2. The development of a public education/awareness campaign utilizing the media and other sources specifically focused on the area of family abductions and the true impact this type of abduction has on the children, families involved, and society in general;
3. To coordinate publications, media activities and all special events with and through the Office of Juvenile Justice and Delinquency Prevention;
4. The provision to State and local governments, public and private nonprofit agencies, and individuals information regarding the existence and nature of programs being carried out by

Federal agencies to assist missing/exploited children and their families;

5. To provide and coordinate with OJJDP's Title IV Training Program technical assistance and training to criminal justice agencies, State and local governments, elements of the criminal justice and youth service system, public and private nonprofit agencies, organized missing/exploited children community organizations, and individuals in locating, recovering, and reuniting missing children with their family or legal custodian;

6. The provision of a national 24-hour toll-free telephone line by which individuals may report information regarding the location of any missing child and request information pertaining to the necessary procedures to reunite such child with the child's legal custodian(s);

7. The provision of information derived from the national 24-hour toll-free telephone line to appropriate cognizant entities in a timely manner;

8. The coordination of the operation of the 24-hour toll-free telephone line with the operation of the national communications system established to serve runaways (under section 313 of the Runaway and Homeless Youth Act, 42 U.S.C. 5712a);

9. The coordination of public and private programs that seek to locate, recover, or reunite missing children with their legal custodians;

10. The dissemination of information about, and the provision of technical assistance and training publications regarding comprehensive, innovative, community, multi-agency missing children programs, services, and legislation;

11. The provision of information to State and local governments, public and private nonprofit agencies and individuals to facilitate the lawful use of school records and birth certificates to identify and locate missing children; and

12. The provision and maintenance of a national on-line computer for the dissemination of information and technical assistance to and communication between the State Clearinghouses, law enforcement agencies, and appropriate nonprofit organizations established to assist in locating, recovering, and reuniting of missing children with their legal guardian(s) including the Royal Canadian Mounted Police in Canada and New Scotland Yard in the United Kingdom.

13. The applicant will include in its application a detailed plan for the establishment of a grant advisory board independent of any existing

organizational advisory board. The advisory board will be made up of at least ten (10) individuals representing, at a minimum, the following agencies: law enforcement, nonfamily abduction victim parent, family abduction victim parent, nonprofit missing children organization, social services, mental health, courts, prosecution. This board membership will be submitted to OJJDP for approval.

14. The applicant will include in its application a detailed plan to justify a proposed resource allocation (staff and funds) based on the actual number of missing/abducted child cases by category and the amount and type of technical assistance needed to meet the mandates of the national resource center and clearinghouse.

15. The applicant will include in its application a detailed plan for coordination with the American Bar Association's Center on Children and the Law, in the development of a formalized process for working with the state bar associations and other appropriate organizations for providing parents and legal guardians with a referral service for obtaining pro bono or sliding scale legal services in civil matters concerning their abducted children.

Eligibility Requirements

Applicants are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and co-applicants are designated as such.

The applicant and co-applicants must demonstrate fully the required experience to deliver continuation support services as required in section VI. Applicants must demonstrate, in addition to program knowledge and support experience, programmatic and fiscal management capabilities to implement a project of this size and scope effectively. Applicants who fail to demonstrate that they have the experienced capability to manage a program of this size and complexity will be ineligible for funding consideration.

Specific Application Requirements

All applicants must submit a completed Standard Form 424, Application for Federal Assistance (SF 424); a Standard Form 424A, Budget Information; OJP Form 4000/3, Assurances; and OJP Form 4061/6, Certifications. In addition to these forms, all applicants must include a project summary, a budget narrative, and a program narrative. All not-for-

profit organizations who have not recently received Office of Justice Programs funding must submit a completed Accounting System and Financial Capability Questionnaire (OJP 712011).

All forms must be typed. The SF 424 must appear as a cover sheet for the entire application. The project summary should follow the SF 424. All other forms must then follow. Applicants should be sure to sign OJP Forms 4000/3 and 4061/6.

The project summary must not exceed 250 words. It must be clearly marked and typed single spaced on a single page. Applicants should take care to write a description that accurately and concisely reflects the proposal.

The program narrative must be typed double spaced on one side of page only. The program narrative may not exceed 60 pages. The program narrative must include all items indicated in the *Selection Criteria* section of this solicitation. This page limit does not apply to supporting materials normally found in appendices (such as preliminary surveys, resumes, and supporting charts or graphs).

In submitting applications that contain more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations that describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicants. In the event of a co-applicant submission, one co-applicant must be designated as the payee to receive and disburse project funds and be responsible for the supervision and coordination of the activities of the other co-applicant. Under this arrangement, each organization must agree to be jointly and severally responsible for all project funds and services. Each co-applicant must sign the SF 424 and indicate their acceptance of the conditions of joint and several responsibility with the other co-applicant.

Applications that include noncompetitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$25,000. The contractor may not be involved in the development of the statement of work. The applicant must provide sufficient justification for not offering for competition the portion of work proposed to be contracted.

The following information must be included in the application Program Narrative (part IV of SF 424):

1. **Organizational Capability:** The applicant must demonstrate that it is eligible to compete for this cooperative agreement and have substantial organizational experience and resources that can be directly applied to provide programmatic support that will assure OJJDP the effective continuance of a national resource center and clearinghouse function for: The 24 hour national toll free telephone line; the information analysis of sighting and leads; case management assistance experience, procedures and data base information technology support to handle case processing procedures effectively and responsively for more than 6,500 ongoing missing children cases plus more than 3,000 new case/lead assignments each quarter; and the provision of the training publications and technical assistance programs to law enforcement agencies, State and local governments, elements of the criminal justice system, public and private nonprofit agencies, and individuals in the prevention, investigation, prosecution, and treatment of the missing and exploited children cases and in assisting in the locating and reuniting of the missing children with families or legal custodians.

The criteria used for evaluating applicants is based upon the responsiveness of the applicant to the program information and descriptions found in this solicitation. Applicants must demonstrate that they are eligible to compete for this cooperative agreement on the basis of eligibility criteria established in this notice.

2. **Organizational Experience:** a. The applicant must demonstrate the requisite knowledge of and experience with the missing and exploited children issue necessary to provide capable, responsible management of a national resource center and clearinghouse, including having direct access to NCIC and NLETS.

b. The applicant must demonstrate experience and expertise in providing technical assistance and training to a diverse audience requiring such services with regard to the missing and exploited children issues described in this solicitation.

c. The applicant must demonstrate the ability to develop as well as provide missing and exploited children specialized issue-related training and service oriented training materials to the recipient jurisdictional, professional, citizens, community needs, and other OJJDP training programs.

d. The applicant must demonstrate the ability to provide for national missing children sighting analysis and

case management practices that can collate national sightings, lead and case information in a relevant, and timely manner to assist, facilitate and coordinate multi-jurisdictional, national and international missing children investigations.

e. The applicant must demonstrate extensive state-of-the-art information technology experience to manage, facilitate and service high volume electronic assisted response for technical assistance information needs and exchanges that require fast, accurate responses.

f. The applicant must demonstrate the ability to provide continuity of comprehensive missing and exploited children issue services in response to the program objectives and strategies described in this solicitation.

3. **Program Goals and Objectives:** A succinct statement demonstrating the applicant's understanding of the objectives and tasks associated with the program must be included. The application must also include a problem statement and a discussion of the past and potential future contributions of the applicant's program to the missing and exploited children issues required to be performed by a national missing and exploited children's clearinghouse and resource center. The applicant must describe the proposed approach for achieving the objectives of the program and the requirements of the program strategy as detailed in this announcement.

4. **Program Implementation Plan:** The applicant must describe its proposed approach to achieving the goals and objectives of the project. A program implementation plan outlining the major activities involved in implementing the program, resource allocation, the program management must be included. A clear time-task workplan identifying major milestones, tasks, and products should be part of the application.

The applicant should include an organizational chart depicting the roles and responsibilities of key personnel and organizational functional components that will be responsible for supporting and implementation of the program. The applicant should provide detailed position descriptions, qualification, and criteria selection for the positions. Part-time and practitioner professionals should also be included, with a statement of their qualifications and experience that would directly relate to the service needs of this program. The applicant should denote which staff members are considered key project personnel and emphasize their position experience.

5. Program Budget: The applicant must provide a three year budget to be prepared by year. Any co-applicant associated costs must be detailed separately and accounted for in as much detail as the principal applicant. The applicant must provide a detailed justification for all costs by object class category as specified in the SF 424. Costs must be reasonable and the basis for these costs must be well documented in a separate budget narrative.

6. Products: A concise description of the products to be produced should be included. The applicant must describe existing and future program activities and products that have and will be developed or utilized to continue to service the program; and should describe how and who will be served by these products.

Selection Criteria

In general, all applications will be reviewed in terms of their demonstrated past, present, and potential ability to continue the development and provide the requisite services of a national resource center and clearinghouse for servicing missing and exploited children issues, as they are defined under title IV, The Missing Children's Assistance Act. The experience and knowledge involved for delivery of these services in a capable, efficient, and professional manner is a vital criterion for selection.

All applicants will be evaluated and rated based on the extent to which they meet the following criteria:

1. Organizational and programmatic capability must be demonstrated. The project management structure must be adequate for the successful conduct of the project. The applicant must have demonstrated clearinghouse and resource center program management and information technology capabilities and experience and capabilities in the areas described and defined throughout this solicitation; experience working with the various missing children issue groups and agencies at the national, state, municipal, community, individual levels, and international levels; providing technical assistance, training and information products related to missing and exploited children; providing missing child case assistance, analysis and coordination; promoting the development of professional approaches to missing children issues; providing assistance in organizational development processes for improved multi-agency delivery of services relating to missing children issues; and the relevant experience of applicant's staff in the missing children issues and their capabilities to address the

perceived program needs. Fiscal integrity and organizational stability must be demonstrated over time. (35 points)

2. The applicant must demonstrate an understanding of an approach to implementing the program objective of organizing, providing and maintaining the high level service delivery demands of a national resource center and clearinghouse for missing children. (30 points)

3. The qualifications of staff members identified to manage and implement the program, including consultants, must be adequate for the successful implementation of the objectives. (25 points)

4. The applicant must provide a sound and fully-justified budget that is cost effective to the service provided. The proposed costs must be complete, appropriate, and reasonable to the activities of the project. All costs should be fully justified in a budget narrative or with other supporting documentation. (10 points)

Award Period

The project period for the cooperative agreement supporting the missing and exploited children national resource center and clearinghouse is three (3) years. One cooperative agreement will be awarded with an initial budget period of 12 months.

Award Amount

Up to \$3,050,000 has been allocated for the initial budget period. Commensurate financial support for the remaining two project budget periods will be determined by the performance of the grantee, program development needs as determined by OJJDP, and the availability of funds.

Submission of Application

Applicants must submit the original, signed application (Standard Form 424) and two unbound copies to OJJDP. Application forms and supplementary information will be provided upon request for the Application Kit. Potential applicants should review the OJJDP Peer Review Guideline and the OJJDP Competition and Peer Review Procedures. These documents will be provided in the Application Kit.

Grant Program: Title IV Training and Technical Assistance

Purpose

The purpose of this solicitation is to establish a mechanism for the maintenance, management, and standardization of activities; program design, development, and implementation; and fiscal support

necessary to sustain those services required for the development of a coordinated and comprehensive Training and Technical Assistance Program under Title IV, the Missing Children's Assistance Act.

The award will be made for a project period of three years. One cooperative agreement will be awarded with an initial budget period of 12 months. Up to \$750,000 will be allocated for the initial 12 month award. Subsequent funding support will be determined by the performance of the grantee and program development needs as determined by OJJDP.

Background

Since the beginning of the Missing and Exploited Children's Program, OJJDP has funded an aggressive program of research and program development. The first major program was the establishment of a National Resource Center and Clearinghouse on Missing Children that was established under the National Center for Missing and Exploited Children in April 1984. Since that time, OJJDP has funded numerous other programs and projects for the design, development, and implementation of model projects and approaches. Currently, OJJDP funds over fifty (50) programs and projects in this area, many of which have an emphasis on designing and developing training and technical assistance materials for practitioners on the local, state, and federal level.

Additionally, major studies funded by OJJDP have been completed that define and document the complex issues of missing children cases. The National Incidence Studies for Missing, Abducted, Runaway and Thrownaway Children in America (NISMAART) was the first national study done that provides reliable data about the numbers and types of missing child cases and to clarify the types of cases and situations that make up the "missing children" population. Since the last Request for Proposals (RFP), other research projects have been completed that provide critical information about the dynamics of missing child cases, the psychological impact of abduction on children and families, and what happens after a missing child comes home.

It has become clear that there is not a single "missing child" problem. Children are abducted by strangers and acquaintances as well as by parents or other family members. The research has shown that family abduction is a far greater problem than previously realized, and the effects on children can be disastrous and long-lasting.

Recovering children abducted by family members often is extremely difficult and costly. Many children who run away return home quickly, but a significant number run many times and live on the streets constantly exposed to danger, exploitation, and becoming involved in criminal activity. Some of the children previously thought of as runaways have in actuality been throwaway or abandoned. Every year many children are harmed after they become lost or wander away. Thousands of children are abducted for short periods of time and molested. It is estimated that there are more than 114,000 attempted nonfamily abductions of children each year.

Missing and exploited children are often already known to community agencies as victims. Runaway and abducted children may experience physical and sexual assault as part of their missing episode. Runaways often leave home to escape abuse, and children may become involved in sexual exploitation as a direct or indirect result of earlier victimization. Many family abduction cases involve families with histories of domestic violence. Most parentally-abducted children have suffered from being the focus of bitter conflict prior to being taken. Recovery of abducted children seldom means the end of the conflict or the traumatic effects of an abduction, yet these children seldom receive the mental health services that could help them cope. Recent studies indicate that children who come from households characterized by violence, abuse or neglect may be more vulnerable to abuse and exploitation by persons outside their home as well. The issues surrounding missing and exploited children are varied, complex, and tragic. The missing and exploited children problem is not a minor dilemma that can be resolved with a single approach or by any single agency. Law enforcement officers and other professionals who become involved in these cases face difficult challenges. Agencies must work in collaboration with others who share that responsibility.

The general consensus of all of the Title IV research projects, demonstration programs, and professionals on the local, state, and federal levels is that there is an overwhelming need for training of and technical assistance to agencies and personnel working with these types of cases. These sources also indicate that this training and technical assistance must be provided through a central source providing coordination and

standardization of the materials and information offered.

This same idea of coordination and standardization was supported by the professionals associated with the development of OJJDP's Title IV Long Range Plan is the overwhelming need for coordinated and comprehensive training and technical assistance to enhance the skills of the professionals charged with the responsibility of handling these very complex and complicated cases.

Under the current process for the design, development, and delivery of training and technical assistance, each grantee is faced with the responsibility of developing their own stand alone mechanism for the accomplishment of this task. This system not only creates additional expense but it also does nothing to address the issue of standardization and duplication of effort.

The first ten years of the Missing and Exploited Children's Program have seen significant progress in our understanding of the issues of these child victims. They also have identified areas of need and provided recommendations for future direction and activities. Building upon the work of the last decade, the goal of the Missing and Exploited Children's Program is to ensure that critical information gleaned from research and demonstration programs is successfully incorporated into existing and new projects funded by OJJDP.

Objectives

1. Develop an efficient and effective mechanism for the systematic management and delivery of state-of-the-art Title IV training and technical assistance on the national-level that will:
 - a. utilize the existing information and work products from Title IV grantees and programs, and
 - b. ensure the incorporation of new information and work products developed through future efforts.
2. Through this mechanism, coordinate and standardize the information, training, technical assistance on missing and exploited children disseminated on the local, state, and federal level.
3. Ensure that the following areas are the principle focus of the training and technical assistance delivered.
 - a. Effective community and child education, prevention, and awareness programs.
 - b. Effective community-based approaches for coordination and collaboration among the primary service provider agencies.

c. Effective multi-agency team approaches.

d. Effective multi-jurisdictional coordination approaches.

e. Available resource education, awareness, and access.

f. State-of-the-art investigative skills and techniques for location and recovery of missing children.

g. Selected approaches for the reunification of missing and abducted children with their legal guardians.

4. Establish a database for tracking and documentation of communities, agencies, and personnel that receive the Title IV training and technical assistance.

5. Develop a mechanism for providing support to OJJDP for incorporation of input from all Title IV Grantees in the development of concept papers, reports, and related materials in furtherance of OJJDP's Title IV Long Range Plan and meeting the mandates of the Title IV Legislation.

6. Enhance and improve missing and abducted child serving agencies and organizations capability and ability to respond to the issues related to cases of missing and exploited children.

7. Create a stronger link between the front-line personnel working these cases and the policy-makers at the local, state, and federal levels.

8. Incorporate the Title IV information and work products into training and technical assistance products for both front-line personnel and policy-makers.

9. Maintain state-of-the-art curricula and materials through systematic review, assessment, and revision of curricula, in concert with OJJDP.

Program Strategy

This solicitation and resulting cooperative agreement is to establish a mechanism for the maintenance, management, and standardization of activities; program design, development, and implementation; and fiscal support necessary to sustain those services required for the development of a coordinated and comprehensive Training and Technical Assistance Program under Title IV, the Missing Children's Assistance Act.

The applicant must demonstrate a proven national experience and capability to provide timely, relevant professional program continuity for the design, development, delivery, and maintenance of an efficient and effective Title IV Training and Technical Assistance Program.

The applicant must list and provide letters of agreement to participate from the primary consultants and trainers that will be utilized in the design, development, and delivery of the Title

IV training and technical assistance programs.

The applicant must demonstrate, in detail, the ability to enlist, train and manage the technical and professional personnel that will provide knowledgeable, credible program continuation and professional program technology transfer to all agencies and personnel involved in the prevention, identification, location, recovery, and reunification of missing, exploited, and abducted children with their legal guardians.

The applicant will include in its application a detailed task plan to:

1. Justify their resource allocation (staff and funds) based on the actual number of existing Title IV training programs and proposed new training and technical assistance program development,
2. Develop an efficient and effective mechanism for the systematic management and delivery of state-of-the-art Title IV training and technical assistance on the national-level that will:
 - a. utilize the existing information and work products from Title IV grantees and programs, and
 - b. ensure the incorporation of new information and work products developed through future efforts.
3. Establish a database for tracking and documentation of communities, agencies, and personnel that receive the Title IV training and technical assistance,
4. Enhance and improve missing and abducted child serving agencies and organizations capability and ability to respond to the issues related to cases of missing and exploited children,
5. Create a stronger link between the front-line personnel working these cases and the policy-makers at the local, state, and federal levels,

6. Incorporate the Title IV information and work products into training and technical assistance products for both front-line personnel and policy-makers,
7. Maintain state-of-the-art curricula and materials through systematic review, assessment, and revision of curricula, in concert with OJJDP.

The applicant will include in their application a detailed plan for the establishment of a grant advisory board independent of any existing organizational advisory board. The advisory board will be made up of at least ten (10) individuals representing the following agencies: law enforcement, nonfamily abduction victim parent, family abduction victim parent, nonprofit organization, social services, mental health, courts, prosecution, and medical. All

appointees to this advisory board will be subject to approval by OJJDP.

Eligibility Requirements

Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and co-applicants are designated as such. The applicant and co-applicants must demonstrate fully the required experience to deliver continuation support services as required in section VI. Applicants must demonstrate, in addition to program knowledge and support experience, programmatic and fiscal management capabilities to implement a project of this size and scope effectively. Applicants who fail to demonstrate that they have the experienced capability to manage a program of this size and complexity will be ineligible for funding consideration.

Specific Application Requirements

All applicants must submit a completed Standard Form 424, Application for Federal Assistance (SF 424); a Standard Form 424A, Budget Information; OJP Form 4000/3, Assurances; and OJP Form 4061/6, Certifications. In addition to these forms, all applications must include a project summary, a budget narrative, and a program narrative.

All not-for-profit organizations who have not recently received Office of Justice Programs funding must submit a completed Accounting System and Financial Capability Questionnaire (OJP 712011).

All forms must be typed. The SF 424 must appear as a cover sheet for the entire application. The project summary should follow the SF 424. All other forms must then follow. Applicants should be sure to sign OJP Forms 4000/3 and 4061/6.

The project summary must not exceed 250 words. It must be clearly marked and typed single spaced on a single page. Applicants should take care to write a description that accurately and concisely reflects the proposal.

The program narrative must be typed double spaced on one side of a page only. The program narrative may not exceed 60 pages. The program narrative must include all items indicated in the Selection Criteria section of this solicitation. This page limit does not apply to supporting materials normally found in appendices (such as preliminary surveys, resumes, and supporting charts or graphs).

In submitting applications that contain more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations that describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicants. In the event of a co-applicant submission, one co-applicant must be designated as the payee to receive and disburse project funds and be responsible for the supervision and coordination of the activities of the other co-applicant. Under this arrangement, each organization must agree to be jointly and severally responsible for all project funds and services. Each co-applicant must sign the SF 424 and indicate their acceptance of the conditions of joint and several responsibility with the other co-applicant.

Applications that include non-competitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$25,000. The contractor may not be involved in the development of the statement of work. The applicant must provide sufficient justification for not competing the portion of work proposed to be contracted.

The following information must be included in the application Program Narrative (part IV of SF 424):

1. Organizational Capability: The applicant must demonstrate that it is eligible to compete for this cooperative agreement and have substantial organizational experience and resources that can be directly applied to provide programmatic support that will assure OJJDP the effective establishment of a Title IV Training and Technical Assistance program to law enforcement agencies, State and local governments, other elements of the criminal justice system, public and private nonprofit agencies, and individual disciplines in the prevention, investigation, prosecution, and treatment of the missing and exploited children cases and in assisting in the locating and reuniting of the missing children with families or legal custodians.

The criteria used in evaluating applicants is based upon the responsiveness of the applicant to the program information and descriptions found in this solicitation. Applicants must demonstrate that they are eligible to compete for this cooperative agreement on the basis of eligibility criteria established in this notice.

2. Organizational Experience: a. The applicant must demonstrate the requisite knowledge of and experience

with the missing and exploited children issue necessary to provide capable, responsible management of a Title IV Training and Technical Assistance Program.

b. The applicant must demonstrate experience and expertise in providing technical assistance and training to a diverse audience requiring such services with regard to the missing and exploited children issues described in this solicitation.

c. The applicant must demonstrate the ability to assist in the development of missing and exploited children specialized issue-related training and service-oriented training materials to the recipient jurisdiction, professional, citizen, community needs, and other OJJDP training and technical assistance programs.

d. The applicant must demonstrate the ability to provide continuity of comprehensive missing and exploited children issue services in response to the program objectives and strategies described in this solicitation.

3. Program Goals and Objectives: A succinct statement demonstrating the applicant's understanding of the objectives and tasks associated with the program must be included. The application must also include a problem statement and a discussion of the past and potential future contributions of the applicant's program to the missing and exploited children issues required to be performed by an organization assuming the responsibility for the Title IV Training and Technical Assistance. The applicant must describe the proposed approach for achieving the objectives of the program and the requirements of the program strategy as detailed in this announcement.

4. Program Implementation Plan: The applicant must describe its proposed approach to achieving the goals and objectives of the project. A program implementation plan outlining the major activities involved in implementing the program, resource allocation, the program management must be included. A clear time-task workplan identifying major milestones, tasks, and products should be a part of the application.

The applicant should include an organizational chart depicting the roles and responsibilities of key personnel and organizational functional components that will be responsible for supporting and implementation of the program. The applicant should provide detailed position descriptions, qualifications, and criteria for selection for the positions. Part-time and practitioner professionals should also be included, with a statement of their

qualifications and experience that would directly relate to the service needs of this program. The applicant should denote which staff members are considered key project personnel and emphasize their position experience.

5. Program Budget: The applicant must provide a three year budget to be prepared by year. Any co-applicant associated costs must be detailed separately and accounted for in as much detail as the principal applicant. The applicant must provide a detailed justification for all costs by object class category as specified in the SF 424. Costs must be reasonable and the basis for these costs must be well documented in a separate budget narrative.

6. Products: A concise description of the products to be produced should be included. The applicant must describe existing and future program activities and products that have and will be developed or utilized to continue to service the program; and should describe how and who will be served by these products.

Selection Criteria

In general, all applications will be reviewed in terms of their demonstrated past, present and potential ability to continue the development and provide the requisite services for a Title IV Training and Technical Assistance Program for servicing missing and exploited children issues, as they are defined under Title IV, The Missing Children's Assistance Act. The experience and knowledge involved for delivery of these services in a capable, efficient and professional manner is, of course, a vital criteria for selection.

All applicants will be evaluated and rated based on the extent to which they meet the following criteria:

1. Organizational and programmatic capability must be demonstrated. The project management structure must be adequate for the successful conduct of the project. The applicant must have demonstrated Title IV experience and program management and information technology capabilities and experience and capabilities in the areas described and defined throughout this solicitation; experience working with the various missing children issue groups and agencies at the national, state, municipal, community, and individual levels; providing technical assistance, training and information products related to missing and exploited children; and promoting the development of professional approaches to missing children issues; providing assistance in organizational development processes for improved multi-agency delivery of services

relating to missing children issues; and the relevant experience of applicant's staff in the missing children issues and their capabilities to address the perceived program needs. Fiscal integrity and organizational stability must be demonstrated over time. (25 points)

2. The applicant must have demonstrated understanding of an approach to implementing the program objectives of organizing, providing and maintaining the high level service delivery demands of a Title IV Training and Technical Assistance Program. (25 points)

3. The qualifications of staff members identified to manage and implement the program, including consultants, must be adequate for the successful implementation of the objectives. (40 points)

4. The applicant must provide a sound and fully-justified budget that is cost effective to the services provided. The proposed costs must be complete, appropriate, and reasonable to the activities of the project. All costs should be fully justified in a budget narrative or with other supporting documentation. (10 points)

Award Period

The project period for the cooperative agreement supporting the Title IV Training and Technical Assistance Training Grant is three (3) years. One cooperative agreement will be awarded with an initial budget period of 12 months.

Award Amount

Up to \$750,000 has been allocated for the initial budget period. Commensurate financial support for the remaining two project budget periods will be determined by the performance of the grantee program development needs as determined by OJJDP, and the availability of funds.

Submission of Application

Applicants must submit the original, signed application (Standard Form 424) and two unbound copies to OJJDP. Application forms and supplementary information will be provided upon request for the Application Kit. Potential applicants should review the OJJDP Peer Review Guideline and the OJJDP Competition and Peer Review Procedures. These documents will be provided in the Application Kit.

Grant Program: Effective Community-Based Approaches for Dealing With Missing and Exploited Children*Purpose*

The purpose of this solicitation is to identify, research, evaluate, and document effective community-based, organizations from around the country that use multi-disciplinary team approaches to address the complex issues related to missing and exploited children and their families. The solicitation will identify a minimum of five (5) community-based organizations that provide a cross-sectional representation of the demographics of the country. The effective approaches being used in these communities will be developed into a training curriculum that will be used to assist communities in the establishment of an effective, cooperative, and collaborative community-based, multi-disciplinary team approach to missing and exploited children's issues.

The award will be made for a project period of three years. One cooperative agreement will be awarded with an initial budget period of 18 months. Up to \$250,000 will be allocated for the initial 18 month award. Subsequent funding support will be determined by the performance of the grantee and program development needs as determined by OJJDP.

Background

The term "missing children" has been used to describe many children who become missing or are displaced for various and differing reasons. Children may be missing because they have been abducted by a stranger or acquaintance. A surprisingly large number of children (354,000 per year) are abducted by a parent or family member as part of an ongoing divorce or custody battle. About half a million children run away from home each year. There are many children designated as "throwaway" children because they have been abandoned or told to leave home. Other children wander away from home or become lost or injured for other reasons. While most children eventually are recovered or return home, they may be missing for a few hours, days, weeks, or years. Some children are found dead or are never recovered at all.

Society's understanding of the issues relating to these "missing and displaced" children and its response has been slow to develop. Since the passage of most federal and state legislation regarding missing children and the inception of the Missing and Exploited Children's Program in the Department of Justice, an array of

ground breaking research has been completed or is still underway. Much more is known about the issues surrounding missing and exploited children, and this information provides important direction for future action to improve the response to these victims.

No single health, social service, law enforcement, or judicial system exists to track and comprehensively assess the number and circumstances of child victimization on a national level, including child deaths. The same is true in most states and local jurisdictions as well. Data on child victimization resides in several different forms, including police crime reports, child protective service reports, and vital statistics. None of these sources contain information on all types of maltreatment of children.

Definitions are inconsistent across agencies and disciplines. The names and definitions given to child victimization, as well as how we address it, differs according to the relationship of the perpetrator to the child victim. If the offender is a family member or caretaker, it is called abuse; if the offender is a stranger or acquaintance, it is called an assault or some other type of "crime." Generally, the criminal justice system handles victimization of children by nonfamily members while social service agencies handle victimization by family members or caretakers.

National crime justice statistics, with the exception of abduction and homicide, do not include crimes against children under the age of twelve. It is usually worse on the local and state levels. Child abuse data is not included in criminal statistics. Some particularly violent abuse cases of children may be contained in police reports but not most of them. Child protective service agencies do not keep data on nonfamily, noncaretaker abuse of children. They usually refer such cases to the police and do not provide services to those children and their families. Most assaults against children are simply never reported to any agency.

Most communities approach the different forms of child maltreatment in a fragmented fashion with social services handling intra-familial cases of abuse and neglect, law enforcement handling nonfamily assault and abduction cases, and many child victims simply going unrecognized and untreated. At best, communities may have a vague picture of who the missing and exploited children are in their jurisdiction. If they look closely, they realize that these invisible children are frequently already known to their criminal justice and social service agencies as victims or perpetrators.

The experiences of many of these children and their families are not unlike that of abused and neglected children. There are many commonalities and linkages. Children often suffer multiple types of victimization and one form of victimization may directly or indirectly lead to others. Often runaway and throwaway children have left abusive homes and are at increased risk for suicide, assault, exploitation, and murder while on the streets. Children who are neglected or inadequately supervised may be especially vulnerable to a variety of risks. Some children are reported missing by a parent who actually killed the child and is trying to conceal his or her act. The majority of family abduction cases involve families with histories of domestic violence. Most parentally-abducted children have suffered from being the focus of bitter conflict prior to being taken. Recovery of abducted children seldom means the end of the conflict or the traumatic effects of an abduction, yet these children seldom receive the mental health services that could help them cope. Recent studies indicate that children who come from households characterized by violence, abuse or neglect may be more vulnerable to abuse and exploitation by persons outside their home as well. Other studies indicate that the lines between incest and sexual abuse by nonfamily persons may not be as distinct as previously believed, i.e., many incest perpetrators also molest children other than their own.

Objectives

1. Identify five demographics representative community programs that have in place an active and working community-based process for addressing the needs of and issues related to missing, exploited, and abducted children and their families.

2. Research and evaluate the programs in the selected communities to determine their strengths and weaknesses in addressing such issues as: confidentiality; sharing of information; inter-agency agreements; cross-training; statistical information gathering and analysis; identification and resolution of system gaps; case and services management; establishing public-private partnerships; interacting with agencies on the state and federal levels; multi-level prevention education and awareness programs; conducting cooperative investigative practices; resource allocation and sharing; cultural diversity; education and awareness of policy-makers; recovery and reunification of the child victims with their family and community; and other

issues having a direct impact on the ability and capability of a community to respond to the needs of missing, exploited, and abducted children and their families.

3. Prepare and document a comprehensive report of the research and evaluation conducted on the five selected communities. The report will be in journalistic style format. It will illustrate the strengths and weaknesses of the communities studied. This report also will provide information on why these types of community-based approaches succeed as well as fail.

4. Design and develop a multi-level training curriculum that incorporates all of the strengths documented in the five selected communities. The training curriculum will also incorporate information and techniques developed by other OJJDP programs and initiative in this area. The curriculum will enable jurisdictions to strategically plan, implement, and evaluate a community-based multi-disciplinary team process for effectively addressing the issues and needs of their missing, exploited, and abducted children and their families while utilizing existing community resources.

Program Strategies

This solicitation and resulting cooperative agreement will identify, research, evaluate, and document effective community-based organizations from around the country that use multi-disciplinary team approaches to address the complex issues related to missing and exploited children and their families.

The applicant must demonstrate, in detail, the ability to enlist and manage the technical and professional personnel that will provide knowledgeable, credible program development and professional program technology transfer to all community agencies.

The applicant must demonstrate a comprehensive and equitable process to identify a minimum of five (5) community organizations that are representative of the country.

The applicant will include in their applications a detailed plan for the establishment of a grant advisory board. The advisory board will be made up of at least ten (10) individuals representing the following agencies: law enforcement, nonfamily abduction victim parent, family abduction victim parent, nonprofit organization, social services, mental health, courts, prosecution and representative from Association of Missing and Exploited Childrens Organizations (AMECO). This board membership will be submitted to OJJDP for approval.

The applicant will include in their application a detailed plan for coordination with other Title IV grant programs to incorporate state-of-the-art techniques and information into the training curricula.

1. The research and evaluation component of application must demonstrate how the information on the programs in the selected communities will be analyzed to determine their strengths and weaknesses in addressing such issues as:

- a. confidentiality
- b. sharing of information
- c. inter-agency agreements
- d. cross-training
- [e. statistical information gathering and analysis]
- f. identification and resolution of system gaps
- g. case and services management
- h. establishing public-private partnerships
- i. interaction with agencies on the state and federal levels
- j. multi-level prevention education and awareness programs
- k. conducting cooperative investigative practices
- l. resource allocation and sharing
- m. cultural diversity
- [n. education and awareness of policy-makers]
- o. recovery and reunification of the child victims with their family and community
- p. other issues having a direct impact on the ability and capability of a community to respond to the needs of missing, exploited, and abducted children and families

Prepare and document a comprehensive written report of the research and evaluation conducted on the five selected communities. The report will be in journalistic style format. It will illustrate the strengths and weaknesses of the communities studied. This report also will provide information on why these types of community-based approaches succeed as well as fail.

The applicant must present in detail the process that will be used for the design and development of a multi-level training curriculum that incorporates all of the strengths documented in the five selected communities. The training curriculum must include:

2. Instructor's Guide:

- a. Course agenda
- b. Lesson plan cover sheets for each instructional block that include:
 - (1) terminal objective
 - (2) instructor tasks
 - (3) learning objectives
 - (4) participant handout materials

3. Participants's Guide:

- a. Course agenda
- b. Participant note taking guide
- c. Reference and resource materials

The training curriculum will be designed to provide the participants with the skills and knowledge necessary to strategically plan, implement, establish, and evaluate a community-based multidisciplinary team process for effectively addressing issues and needs of their missing, exploited, and abducted children and their families while utilizing existing community resources.

Eligibility Requirements

Applications are invited from public agencies and not-for-profit private organizations. Applicant organizations may choose to submit joint proposals with other eligible organizations as long as one organization is designated in the application as the applicant and co-applicants are designated as such. The applicant and co-applicants must demonstrate fully the required experience to deliver continuation support services as required in section VI. Applicants must demonstrate, in addition to program knowledge and support experience, programmatic and fiscal management capabilities to implement a project of this size and scope effectively. Applicants who fail to demonstrate that they have the experienced capability to manage a program of this size and complexity will be ineligible for funding consideration.

Specific Application Requirements

All applicants must submit a completed Standard Form 424, Application for Federal Assistance (SF 424); a Standard Form 424A, Budget Information; OJP Form 4000/3, Assurances; and OJP Form 4061/6, Certifications. In addition to these forms, all applicants must include a project summary, a budget narrative, and a program narrative.

All not-for-profit organizations who have not recently received Office of Justice Programs funding must submit a completed Accounting System and Financial Capability Questionnaire (OJP 712011).

All forms must be typed. The SF 424 must appear as a cover sheet for the entire application. The project summary should follow the SF 424. All other forms must then follow. Applicants should be sure to sign OJP Forms 4000/3 and 4061/6.

The project summary must not exceed 250 words. It must be clearly marked and typed single spaced on a single page. Applicants should take care to

write a description that accurately and concisely reflects the proposal.

The program narrative must be typed double spaced on one side of page only. The program narrative may not exceed 60 pages. The program narrative must include all items indicated in the Selection Criteria section of this solicitation. This page limit does not apply to supporting materials normally found in appendices (such as preliminary surveys, resumes, and supporting charts or graphs).

In submitting applications that contain more than one organization, the relationships among the parties must be set forth in the application. As a general rule, organizations that describe their working relationship in the development of products and the delivery of services as primarily cooperative or collaborative in nature will be considered co-applicants. In the event of a co-applicant submission, one co-applicant must be designated as the payee to receive and disburse project funds and be responsible for the supervision and coordination of the activities of the other co-applicant. Under this arrangement, each organization must agree to be jointly and severally responsible for all project funds and services. Each co-applicant must sign the SF 424 and indicate their acceptance of the conditions of joint and several responsibility with the other co-applicant.

Applications that include noncompetitive contracts for the provision of specific services must include a sole source justification for any procurement in excess of \$25,000. The contractor may not be involved in the development of the statement of work. The applicant must provide sufficient justification for not competing the portion of work proposed to be contracted.

The following information must be included in the application Program Narrative (part IV of SF 424):

1. **Organizational Capability:** The applicant must demonstrate that it is eligible to compete for this cooperative agreement and have substantial organizational experience and resources that can be directly applied to provide programmatic support that will assure OJJDP the effective establishment of a program that will identify, research, evaluate, and document effective community-based organizations around the country that use multi-disciplinary team approaches to address the complex issues related to missing and exploited children and their families. The solicitation will identify a minimum of five (5) community-based organizations that provide a cross-sectional

representation of the demographics of the country. The effective approaches being used in these communities will be developed into a training curriculum that will be used to assist communities in the establishment of an effective, cooperative, and collaborative community-based, multi-disciplinary team approach to missing and exploited children's issues. The criteria used in evaluating applicants is based upon the responsiveness of the applicant to the program information and descriptions found in this solicitation. Applicants must demonstrate that they are eligible to compete for this cooperative agreement on the basis of eligibility criteria established in this notice.

2. **Organizational Experience:** a. The applicant must demonstrate the requisite knowledge of and experience with the missing and exploited children issue necessary to provide capable, responsible management of as outlined in solicitation.

b. The applicant must demonstrate experience and expertise in providing research, evaluation of community-based missing and exploited children organizations as described in this solicitation.

c. The applicant must demonstrate the ability to design and develop a multi-level training curriculum for community based organizations.

3. **Program Goals and Objectives:** A succinct statement demonstrating the applicant's understanding of the objectives and tasks associated with the program must be included. The application must also include a problem statement and a discussion of the past and potential future contributions of the applicant's program to the missing and exploited children issues required to be performed by an organization assuming the responsibility for the program as described in this solicitation. The applicant must describe the proposed approach for achieving the objectives of the program and the requirements of the program strategy as detailed in this announcement.

4. **Program Implementation Plan:** The applicant must describe its proposed approach to achieving the goals and objectives of the project. A program implementation plan outlining the major activities involved in implementing the program, resource allocation, the program management must be included. A clear time-task workplan identifying major milestones, tasks, and products should be part of the application.

The applicant should include an organizational chart depicting the roles and responsibilities of key personnel and organizational functional

components that will be responsible for supporting and implementation of the program. The applicant should provide detailed position descriptions, qualification, and criteria selection for the positions. Part-time and practitioner professionals should also be included, with a statement of their qualifications and experience that would directly relate to the service needs of this program. The applicant should denote which staff members are considered key project personnel and emphasize their position experience.

5. **Program Budget:** The applicant must provide a three year budget to be prepared for two 18 month periods. Any co-applicant associated costs must be detailed separately and accounted for in as much detail as the principal applicant. The applicant must provide a detailed justification for all costs by object class category as specified in the SF 424. Costs must be reasonable and the basis for these costs must be well documented in a separate budget narrative.

6. **Products:** A concise description of the products to be produced should be included. The applicant must describe existing and future program activities and products that have and will be developed or utilized to continue to service the program; and should describe how and who will be served by these products.

Selection Criteria

In general, all applications will be reviewed in terms of their demonstrated past, present and potential ability to develop document Effective Community-Based Approach For Dealing with Missing and Exploited Children and develop curriculum as described in this solicitation. The experience and knowledge involved for delivery of product is, of course, a vital criteria for selection.

All applicants will be evaluated and rated based on the extent to which they meet the following criteria:

1. **Organizational and programmatic capability** must be demonstrated. The project management structure must be adequate for the successful conduct of the project. The applicant must have demonstrated Title IV experience and program management and information technology capabilities and experience and capabilities in the areas described and defined throughout this solicitation; experience working with the various missing children issue groups and agencies at the national, state, municipal, community, individual levels, and international levels; providing technical assistance, training and information products related to

missing and exploited children; and promoting the development of professional approaches to missing children issues; and the relevant experience of applicant's staff in the missing children issues and their capabilities to address the perceived program needs. Fiscal integrity and organizational stability must be demonstrated over time. (25 points)

2. The applicant must have demonstrated understanding of an approach to implementing the program objectives of organizing, providing and maintaining the high level service delivery demands of solicitation. (25 points)

3. The qualifications of staff members identified to manage and implement the program, including consultants, must be adequate for the successful implementation of the objectives. (40 points)

4. The applicant must provide a sound and fully-justified budget that is cost effective to the service provided. The proposed costs must be complete, appropriate, and reasonable to the activities of the project. All costs should be fully justified in a budget narrative or with other supporting documentation. (10 points)

Award Period

The project period for the cooperative agreement supporting the Effective

Community-Based Approaches for Dealing with Missing and Exploited Children Grant is three (3) years. One cooperative agreement will be awarded with an initial budget period of 18 months.

Award Amount

Up to \$250,000 has been allocated for the initial budget period. Commensurate financial support for the remaining project budget period will be determined by the performance of the grantee, program development needs as determined by OJJDP, and the availability of funds.

Submission of Application

Applicants must submit the original, signed application (Standard Form 424) and two unbound copies to OJJDP. Application forms and supplementary information will be provided upon request for the Application Kit. Potential applicants should review the OJJDP Peer Review Guideline and the OJJDP Competition and Peer Review Procedures. These documents will be provided in the Application Kit.

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Obstacles to the Recovery and Return of Parentally Abducted Children, a study by the ABA Center on Children and the Law, funded by the Office of Juvenile Justice and Delinquency Prevention, 1993.

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Law Enforcement Policies and Practices Regarding Missing Children and Homeless Youth, a study by Research Triangle Institute, funded by the Office of Juvenile Justice and Delinquency Prevention, 1993.

Title IV Missing and Exploited Children's Program Long Range Plan and FY 95 Program Priorities; Notice, **Federal Register**, October 12, 1994.

John J. Wilson,

Deputy Administrator, Office of Juvenile Justice and Delinquency Prevention.

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